



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Family Engagement Specialist
REPORTS TO: ACE Project Director
DEPT/ SCHOOL: Learning, Leadership and Innovation
GRANT PERIOD: 5 years (7/12021-6/30/26)

EXEMPT STATUS: Exempt/Administrative
PAY SCALE: Professional (3)
DAYS: 226
REVISED DATE: August 2024

CONTINUED EMPLOYMENT BEYOND THE GRANT PERIOD IS NOT GUARANTEED.

Primary Purpose:

Responsible for overall coordination of family engagement strategies for all ACE Campus Centers. Work with ACE program leadership to encourage and support families to participate in their child's education and strengthen the skills they need to support their children's academic growth and success.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited university in social work, education, or a related field.

Special Knowledge/Skills:

- Knowledge of community resources
- Ability to establish community relationships
- Knowledge or experience working with high-risk youth
- Knowledge of TEKS and extended learning programs preferred
- Ability to maintain good working relationships with staff, volunteers, community, and others
- Demonstrated skills in written and oral communication in both Spanish and English (preferred)
- Ability to meet established deadlines
- Ability to analyze, develop, and present ACE program information to various audiences
- Ability to work with minimal supervision

Experience:

Minimum of 3 years of experience working with at-risk youth and their families
Knowledge or experience working with community youth programs is a plus

Major Responsibilities and Duties:

1. Plans, coordinates and implements consistent activities for families
2. Coordinates services with programs within the school and with external community groups
3. Maintains regular communication with all parents on ACE program activities through newsletters, emails, home visits, and phone calls
4. Develop supportive relationships with families and the community

5. Maintains a family resource/ information center at each program site
6. Coordinates with district staff that share similar responsibilities for the overall coordination of family engagement strategies for all ACE 21st century centers
7. Responsible for conducting needs assessments and surveys to determine types of activities
8. Collaborate with ACE staff to provide accurate and on-time reporting, ongoing assessment, and ensure consistent staff development
9. Coordinate services for programs within the school and community with groups such as the SVPO, SHAC and other community organizations.
10. Collaborate with the ACE Program Director and Site Coordinators to recruit parents of ACE students into the program
11. Track and report information about family participation and engagement related to each center
12. Directs parents to appropriate services/resources such as adult education and health/social services
13. Prepares and presents parent training and presentations at various times and locations
14. Maintains good public relations
15. Performs other duties as assigned to accomplish grant goals including data collection, attendance paperwork and other grant related documentation

Policy, Reports, and Law

16. Complies with Texas 21st Century Learning Centers Grant regulations and guidelines.
17. Complies with policies established by federal and state law, State Board of Education rule, and local board policy.
18. Complies with 21st Century Texas ACE Blueprint Requirements

Working Conditions:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged and irregular hours.

Mental Demands: Maintain emotional control under stress

Travel: Frequent in-district travel among campuses. Occasional out-of-district travel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____